

SHPT School of Library Science
2 Credit Course on Soft Skills 2019-20

Credit:2

Hours: 30

Sr.	Contents	Duration
1	Self-Awareness SWOT analysis, Setting Goals and Objectives	3 Hour
2	Communication Skills Written, Oral, Body Language Public Speaking	8 Hours
3	Time Management Planning, Setting Priority Tools and Techniques	4 Hours
4	Leadership Skills Values, types and characteristics	3 Hours
5	Office etiquettes General office etiquettes Meeting etiquettes Phone/ Message/ Email etiquettes	4 Hours
6	Grooming Clothing, Makeup, Body Postures	3 Hours
	Final Evaluation by observing actual implementation of the learning by individual students for a week	5 Hours